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Approved For Release 2003/04/17 : CIA-RDP78-04004R000100010007-9

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Security

DATE: 10 January 1955

FROM : Chief, Inspection Staff

SUBJECT: Inspection Staff Monthly Report - December 1954

used  
C2HA. PERSONNEL:

1. The following personnel were on duty with this Staff for the number of work days shown during December 1954:

- Investigator	19½	2 days AL
- Stenographer	20½	1 day AL
- Investigator	3	(Transferred to PSD)
- Investigator	17	4½ AL
- Admin. Asst.	21½	
- Chief, Inspection Staff	19½	2 SL

2. Mr. [ ] was designated Security adviser and liaison contact with [ ] Executive Director, National Indications Center.

B. INSPECTIONS AND SURVEYS:

1. The second phase of the Survey of Distribution and Dissemination of Sensitive Material which covered the Distribution of Top Secret Material and Finished Intelligence Reports to Government Agencies [ ] was completed and copies are being forwarded to the DD/A, AD/CD, Chief, IO, and Chief, Policy Staff/SO, for their information and implementation of the recommendations.

2. Final report of the practices and procedures within the Department of Treasury in processing overt and covert accounts of the Central Intelligence Agency was completed and forwarded to the Inspector General, with a copy to the Comptroller.

3. The survey verifying the justifications for unlisted telephones and to determine that secure procedures are followed in their use is continuing.

4. Inquiry into the Agency's policy and practice with respect to personal property and liability insurance being provided by one company for Agency personnel who are processing for overseas assignments is being made by this Office.

C. BRIEFINGS:

1. Mr. [ ] PSD/SO, was briefed regarding the duties, functions, and responsibilities of a Security Officer in connection with his forthcoming assignment as a Security Officer in the Far East.

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D. CONTINUING PROGRAMS:

1. CIA classified contracts program.
2. Foreign Visitors Control.
3. Board of Review Meetings.
4. CIA Shipment of High Explosives.
5. Security problems incident to OTR External Training Program.
6. Property Survey Board meetings.

E. MISCELLANEOUS ACTIVITIES:

[Redacted]

2. Inquiry into allegations (made by former employee of [Redacted] Station when being debriefed) of poor security conditions at [Redacted] developed that the cover status was poor but that security had shown considerable improvement after full time security officers were appointed.

3. A Security Guidance paper was furnished OC specifying methods of handling classified material with contractors to lessen possibility of security violation.

[Redacted]

5. Comments were prepared and submitted concerning the recommendations made by the Doolittle Committee.

6. An automobile accident claim against [Redacted] was reviewed and comments on the security aspects were prepared for transmittal to the General Counsel.

7. Security guidance was furnished FE concerning request from [Redacted] for permission to reproduce two additional copies of a Top Secret Document. This matter was coordinated with the Agency Top Secret Control Officer, and TS Control RI/DDP, after which FE was advised there would be no objection.

8. Re information received G-2, Department of Army, that certain Agency documents classified "Secret" had been jettisoned from a MATS plane which developed engine trouble while enroute to Europe about 28 October, the interested offices were contacted and instructed to take appropriate action to protect the Agency's interest and requested to advise Security of the action taken.

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11. During the month furnished advice and guidance to the Security Officers of OTR, IO and TSS.

12. Inspected quarters in [redacted] and advised A&TS concerning placement of desks and telephones preparatory to anticipated move of Inspection Staff some time in January.

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13. During the month made numerous comments concerning the security aspects of drafts of regulations submitted by the Policy Staff as to Security.

F. PROGRAM FOR NEXT MONTH (January)

The Inspection Staff will continue to handle its regular assignments and will continue investigations at each opportunity that time and personnel permit.



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IS/SO/DEW:ds (10 January 1955)

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